Training

306.1 PURPOSE AND SCOPE

This policy establishes training requirements and guidelines for corrections deputies and Corrections Technicians. The policy addresses the training program and the probationary evaluation.

306.2 POLICY

It is the policy of this office to assign all members to a structured correctional facility training program designed to prepare the member to perform their assigned duties in a custodial correctional facility in a safe, productive, and professional manner.

306.3 MINIMUM TRAINING REQUIREMENTS

All members, full- or part-time, shall successfully complete all initial, annual, and advanced training as required by the Thurston County Sheriff's Office.

Corrections deputies shall begin training as described in RCW 43.101.220 and in accordance with WAC 139-10-210, within the initial six months of employment, unless an extension or waiver has been granted by the Criminal Justice Training Commission (CJTC).

All [FacilityManager]s and supervisors (full- or part-time) are required to complete the core training requirements for the position as specified by the CJTC within six months of appointment and complete all remaining requirements for career-level certification within one year of appointment, unless an extension or waiver has been granted by the CJTC (RCW 43.101.350).

Members assigned to work in the facility prior to completing the initial required training may do so only when under the direct supervision of a fully trained member.

306.4 CORRECTIONAL FACILITY TRAINING PROGRAM PHASES

The correctional facility training program is designed to build upon the conceptual foundation taught in the basic academy or core training module, whereupon the theoretical knowledge gained in the academy can be molded into a practical skill set. The correctional facility training program consists of the five phases described below.

306.4.1 FIRST PHASE - FACILITY ORIENTATION

The trainee will be assigned to a Training Officer (TO). The TO will, at a minimum:

(a) Brief the trainee on the purpose, scope, and responsibilities expected during the training program.

(b) Explain the evaluation system and acquaint the trainee with the rating forms that will be used.

(c) Provide the trainee with any required equipment or materials.

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(d) Tour the entire facility and support services with the trainee.

(e) Introduce the trainee to the Chief Deputy of Corrections and key supervisory, administrative, and support personnel.

306.4.2 SHADOWING

In this phase, the trainee will be exposed to the many duties at each post, including transportation and special functions, by observing the FTO demonstrate how each task is to be performed. The FTO will provide instruction to the trainee and encourage the trainee to ask questions.

Time should be made available during this phase to allow the trainee to study policies and procedures, directives, post orders, and any other materials deemed necessary by the FTO.

The FTO will monitor the trainee’s progress by asking questions and administering tests on the materials and demonstrations that have been provided to the trainee.

The work performance of the trainee will be evaluated and recorded daily by the FTO. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the FTO.

306.4.3 HANDS-ON WITH CLOSE SUPERVISION

During this phase the FTO will instruct the trainee in each required activity at each post, including transportation and special functions. Once each task is demonstrated, the trainee will be directed to perform each activity under the close supervision of the FTO.

The FTO will provide direction as needed to the trainee during the hands-on activities.

The work performance of the trainee will be evaluated and recorded daily by the FTO. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the FTO.

306.4.4 SOLO WITH MONITORING

During this phase, the trainee will be directed to work solo in each area that training has been provided.

The solo activities of the trainee will be monitored by the FTO and or a supervisor.

The work performance of the trainee will be evaluated and recorded by the FTO. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the FTO.

306.4.5 FIFTH PHASE - WORKING INDEPENDENTLY WITH SUPERVISION

Provided that there are no concerns about the trainee's ability, the trainee will be assigned to a shift and will be supervised regularly by the supervisor.

The supervisor, in consultation with the TO and the Chief Deputy of Corrections, will make a recommendation to pass the trainee on to their assignment, to continue training, or to terminate the trainee.

306.5 PROBATIONARY PERIOD EVALUATION

Probationary employees will receive a written evaluation of their job skills and learning progress at least once a month or at the completion of each phase of training, whichever occurs first. Prior

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to becoming permanently appointed, each probationary employee will receive a final evaluation. These evaluations shall be in writing and discussed with the employee by their supervisor. The final evaluation shall be made a part of the employee's personnel record.

306.6 TRAINING OBJECTIVES

The objectives of the training program are to accomplish the following:

(a) Improve the competency of members at all levels

(b) Ensure that members can carry out the mission of the Office through a thoroughly demonstrated knowledge of office policies and procedures

(c) Increase the technical expertise and overall effectiveness of members

(d) Provide for continued professional development of office members

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